

COMMERCIAL FAST TRACK PLAN REVIEW

In accordance with Chapter V of the City Code

**All requirements listed on this sheet must be met or the project cannot be accepted for the Fast Track Program.
No exceptions will be made.**

PROJECT NAME _____

ADDRESS _____

PROJECT ELIGIBILITY REQUIREMENTS

Commercial interior alterations/renovations/rehabilitations that do not involve any of the following items:

1. Yes ☐ No ☐ More than 10,000 square feet
2. Yes ☐ No ☐ Any additions or changes to the actual structure of the building
3. Yes ☐ No ☐ Any increase in gross floor area of the building
4. Yes ☐ No ☐ Any site changes, changes to exterior of the building, or changes to existing parking requirements
5. Yes ☐ No ☐ Any changes in the use groups classification of the building or space as defined by BOCA National Building Code, current addition adopted in the City
6. Yes ☐ No ☐ Any pending special exception involving City Zoning or Planning regulations

PERMIT APPLICATION AND PLAN SUBMITTAL REQUIREMENTS

1. Yes ☐ No ☐ Permit application filled out properly and completely
1. Yes ☐ No ☐ Each plan bears original seal and signature of the responsible Maryland registered architect or professional engineer
1. Yes ☐ No ☐ Print size limit: 36"x48" maximum, 11"x17" minimum

PLAN SUBMITTAL REQUIREMENTS

The information required below must be incorporated in the architect's/engineer's original tracings.

1. Yes ☐ No ☐ **3 sets of architectural drawings** to include code analysis,* scaled and dimensioned floor plans, elevations, and details as appropriate; room/door/window schedules; partition schedule with fire rating and test numbers, as appropriate. Provide key plan of floor showing renovation space and floor exits. **Clearly differentiate new work from existing work.**

*** CODE ANALYSIS**

Suggested format for required information.

	Existing Building	Proposed Alterations/ Renovations
Use group/mixed use (BOCA, Art.3)	_____	_____
Type of construction BOCA, Art.4)	_____	_____
Height/number of stories	_____	_____
Covered mall? (Y/N)	_____	_____
Fully suppressed (sprinklered)? (Y/N)	_____	_____
Floor area of tenant space or area of renovation	_____	_____

2. Yes ☐ No ☐ **3 sets of electrical drawings** to include riser diagram, panel/light schedules, and power/light plans. **Clearly differentiate new work from existing work.**
3. Yes ☐ No ☐ **3 sets of mechanical drawings**, including gas riser diagrams if applicable, the location of all supply and return registers (if the system and ductwork are existing, indicate as such), and complete ductwork/piping layout with all main and branch sizes, register sizes and cfm at each register (if ductwork is new). In addition, provide equipment schedule for new equipment. **Clearly differentiate new work from existing work.**
4. Yes ☐ No ☐ **3 sets of structural plans** to include structural floor plans, section, and details, as appropriate; general structural specifications and loading criteria; and calculations as appropriate. **Clearly differentiate new work from existing work.**

Plans are submitted under an architect/engineer seal and signature attesting to compliance with current code requirements. If plans are found to have any significant code deficiencies, they will be disapproved and returned to applicant.

Name of Applicant _____ Daytime Phone # _____

Signature of Applicant _____ Date Submitted _____